



CAL POLY

Human Resources

ADMINISTRATION & FINANCE

Telecommuting/Telework Guidelines

COVID 19

Telecommuting/Telework Policy for Cal Poly Employees

The purpose of this temporary revised guideline is to define the telecommuting program for eligible employees at Cal Poly, San Luis Obispo (the University) and the guidelines and rules under which it will operate during the COVID 19 pandemic. The University supports the use of a telecommuting work option and alternate work schedules in positions where appropriate. The intention of this revised and temporary guideline is to maintain campus operations and to de-densify the campus.

The opportunity to participate in a telecommute program is offered only with the understanding that it is the responsibility of the employee to ensure a safe and proper work environment is maintained (e.g. dependent care arrangements are made so as not to interfere with the work, personal disruptions such as non-business telephone calls and visitors are kept to a minimum, etc.). Telecommuting opportunities are based upon program requirements as determined by the appropriate administrator.

Definition

Telecommuting (also known as “telework”), as defined by the California Government Code, “means the partial or total substitution of computers or telecommunication technologies, or both, for the commute to work by employees residing in California.”

Employee Selection

Telecommuting is only feasible for those job duties that can be performed away from the main office. Participation shall be based on specific, written, work-related criteria established by the employee’s appropriate administrator. Such selection criteria may include reasonable accommodation during the COVID 19 crisis and should include consideration of maintaining campus operation, flexibility and encouraging the reduction of social contract. When considering multiple requests from employees, Human Resources is available to assist in the review of requests.

Those employees whose essential job functions are not conducive to telecommuting will be required to report to work. Every reasonable consideration will be given to create alternate work schedules for those employees required to report to campus. Employees with leave credits, such as CTO and vacation time, may request time off by consulting with the appropriate administrator. The 30 day advance notice to request vacation time will be waived.

Work Schedule

Telecommuters shall maintain regular contact with the manager, supervisor and co-workers. The work schedule shall be consistent with the operational needs of the employee’s work and the provisions of the employee’s collective bargaining agreement. As with any work schedule, temporary telecommuting assignments or changes in work schedules may be made at management’s discretion to meet management needs or to accommodate an employee’s request.

For non-exempt employees, overtime shall be authorized in advance by management in accordance with the provisions of the employee’s collective bargaining agreement and/or campus policies and procedures. For exempt employees, hours of availability must be approved by the manager.



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Confidential and Sensitive Information

All State employees, including telecommuters, are expected to adhere to University policies and practices. This includes the policy on responsible use of information technology resources and confidentiality and security of University information handled in the course of employment (for more details, refer to the [Information Security web page http://www.security.calpoly.edu/policies/](http://www.security.calpoly.edu/policies/)).

Health and Safety

If an employee incurs an injury while telecommuting, workers' compensation law and rules apply. "Telecommuting" is defined as the actions directly related to working from an off-site location, and does not include actions that the telecommuter may take during break periods from working. These non-covered actions would include all actions that the employee would not be able to perform in his/her campus office, or which are directly related to the operation of the home. Examples of such non-covered actions include caring for children, domestic tasks, yard work, checking mail, retrieving the newspaper, etc. In the event of a workers' compensation injury or illness, employees must notify their supervisor and manager immediately and complete all necessary and/or management requested documents regarding the injury.

Conditions of Employment

All duties, responsibilities and conditions of employment remain the same for those who telecommute. Employee salary, retirement, benefits, insurance remain unchanged. The use of sick leave, vacation, or other leave must be preapproved by the employee's appropriate administrator.

Termination of Participation

Because participation in telecommuting is a bilateral voluntary agreement, the University may terminate an individual employee's participation in the program without cause, at any time. During the COVID 19 crisis, telecommuting agreements will be reviewed every two weeks and renewed by the appropriate administrator, if deemed appropriate.

Telecommuter's Agreement (HR 400 Form)

The "Telecommuter's Agreement" is to be completed for those employees who are engaged in a clearly defined telecommuting assignment. The "[Telecommuter's Agreement COVID 19](https://chw.calpoly.edu/coronavirus/human-resources)" must be signed by both the manager and must be reviewed and renewed after two weeks from the start of the agreement. The form may be found at <https://chw.calpoly.edu/coronavirus/human-resources>.

Tax Implications

The tax implications of utilizing a home office deduction are the responsibility of the employee.